

# Career Management System- Interactive Detailing (CMS-ID)

The purpose of the Career Management System-Interactive Detailing (CMS-ID) is to advertise to the fleet the available jobs (requisitions or billets) and assignment possibilities to all Navy enlisted personnel (Active and Reserve). CMS-ID provides Sailors the capability to research and apply for jobs that best match their individual career desires with the Navy's readiness and resource needs.

CMS-ID is a core Navy career management application used by Sailors, career counselors, and Assignment and Distribution personnel. The application is part of a larger suite of Information Technology (IT) tools that help Sailors invest in and direct their own careers, education, and professional development.

In addition, CMS-ID is the foundation of the Billet Based Distribution (BBD) initiative focused on enabling the Navy to better manage force structure and readiness by more accurately matching Sailors and their unique skill sets to individual billets. This approach seeks to clearly track the position an enlisted Sailor is filling at a command and account for personnel allocation, leading to a more accurate job requisition and distribution process.

## Why is CMS-ID Needed?

CMS-ID enables Sailors to take an active role in their professional development and career management. Sailors discuss their career goals with their career counselors to receive support and guidance. Sailors are allowed to submit up to five online job applications per cycle.

The applications then are compiled and made available to the prospective commands for review and comment before detailers and assignment coordinators evaluate applications and make assignment selections.

CMS-ID directly supports the Navy's Distribution line of business. It provides an integrated web-based architecture that contains critical functionality for the distribution and assignment process for Active and Reserve Component enlisted personnel.

## Monthly Phases

CMS-ID has six phases each month. The Selected Reserves conduct these phases on a quarterly basis where as active duty conducts a monthly cycle:

- **Closed:** CMS-ID is processing the latest personnel data, aligning Sailors to jobs, and determining job vacancies. This occurs after hours.
- **Scrub: Current job vacancies are identified in CMS-ID, then** Navy officials validate these jobs for E-1 thru E-9 Enlisted Active Duty, Full-Time Support (FTS), and Selected Reserves (SELRES). These jobs are determined by settings in BBD inputted by Navy Personnel Command (NPC). These settings are the criteria used to align Sailors to specific jobs. These settings determine which jobs are advertised or suppressed.
- **Application:** Sailors in their orders negotiation window, a set timeframe from their Projected Rotation Date (PRD), can apply for advertised jobs. Sailors can view current job openings.

## CMS-ID by the Numbers:

### Monthly averages

48,129 Active Component & Full-Time Support (FTS) Users

- 175,672 logons
- 17,835 applicants submitted 17,835 applications
- 6,835 selections

29,500 Reserve Sailor Users

- 26,479 logons
- 7,387 applicants submitted 17,401 applications
- 2,817 selections

188 Civilian and Contractor Users

## Career Management System-Interactive Detailing (CMS-ID)

- **Command Comments:** Commands may review, rank and comment on applications to advertised jobs for their command **Selection:** Detailers and Assignment Coordinators compare and select which Sailor is the best fit for the job.
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- **System Maintenance:** Software upgrades and maintenance are applied to CMS-ID.

## Capabilities and Benefits

CMS-ID provides enlisted Sailors with the ability to research career opportunities and to make informed decisions when submitting job applications. Both Active and Reserve Sailors use CMS-ID to search for jobs, communicate their career goals to Career Counselors, verify their personal and professional information, and update duty preferences. Some key benefits include:

- **Needs of the Navy** are met by providing Sailors the visibility of available jobs and the best career opportunities while ensuring readiness and resource requirements are filled.
- **Sailors apply for jobs** as part of the Navy's Total Force Strategy -- more than 20,000 job applications submitted via CMS-ID every month.
- **Qualification match indicators** are displayed for every Sailor who is within the prescribed orders negotiation window and identify the Sailor's match to each job.
- **Application eligibility "gates" and "flags"** help prevent invalid application submissions and alert Sailors to policies that may hinder selection for certain jobs. Gates prevent Sailors from applying for assignments for which they are ineligible. Flags alert Sailors that certain actions are required or that adverse personnel data may limit selection opportunities by detailers.
- **Billet Based Distribution (BBD)** allows commands, detailers and headquarters personnel to more reliably assess a vacant position's impact on readiness. It also has specific goals that include: the alignment of every enlisted Sailor, who is available for assignment, to a Navy position/job at the command. BBD has the tools and accurate demand signal needed to maximize rating and Critical Navy Enlistment Classification (NEC) "Fit". BBD also gives the Navy the capability to better use available Permanent Change of Station (PCS) and Temporary Duty under Instruction (TDI) funds. In addition, BBD has the capability to forecast future fleet vacancies which will lead to better Sailor and fleet customer service and is the foundation for an improved assignment process.

## CMS-ID Help and Training

- **CMS-ID is located** at <https://www.cmsid.navy.mil>.
- **CMS-ID Help is available from the login page and also via the "Help" tab.** An online tutorial, or "How-to-Guide", provides task-based guidance and supporting demonstrations for the Sailor, CCC and Command Rep user roles.
- **For Assistance,** contact the NAVY 311 at, 1-855-NAVY311 (1-855-628-9311), or on the website at [www.Navy311.navy.mil](http://www.Navy311.navy.mil). Users can also contact the CMS-ID Help Desk directly at [cmsidhelpdesk@navy.mil](mailto:cmsidhelpdesk@navy.mil), 1-800-537-4617.

*The Sea Warrior Program (PMW 240) manages a complex portfolio of information technology (IT) systems to support Navy human resource management, criminal justice, fleet support, afloat business applications, Navy and DoD portfolio management, DON administration, and joint aviation aircraft scheduling. The PMW 240 Program is part of the Navy Program Executive Office for Enterprise Information Systems (PEO EIS) which develops, acquires, fields, and sustains Enterprise Network, business, and fleet support IT Systems for the warfighters of the Navy and Marine Corps.*

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**PMW240**

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